



# Finnish Maritime Administration

**BULLETIN No. 10/20.6.2000**

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## **GUIDELINES FOR PILOTS**

The Finnish Maritime Administration has, on 14 June 2000, issued new guidelines for pilots, pursuant to section 14 of the Pilotage Act (90/1998) and section 10 of the Pilotage Decree (92/1998).

The guidelines enter into force on 1 July 2000 and repeal the instructions for pilots issued by the National Board of Navigation on 8 February 1988 (No. 321/510/88).

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**FINNISH MARITIME ADMINISTRATION  
GUIDELINES FOR PILOTS**

Helsinki, 14 June 2000

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Pursuant to section 14 of the Pilotage Act (90/1998), issued on 6 February 1998, and section 10 of the Pilotage Decree (92/1998), issued on 6 February 1998, the Finnish Maritime Administration has decided as follows:

**1. Application**

In addition to what is provided in the Pilotage Act (90/1998) and the Pilotage Decree (92/1998), the following guidelines shall apply to pilotage.

**2. Pilot's documents**

When boarding a ship, the pilot shall carry the following documents:

- 2.1 A pilot identity card
- 2.2 Excerpts from nautical charts covering the pilotage area. Apart from nautical information, the charts shall contain:
  - a) critical radar distances and distances at which to overtake
  - b) areas with speed limits
  - c) other information pertinent to the pilotage operation
- 2.3 The pilotage tariff and a list of pilotage distances
- 2.4 Pilotage slips
- 2.5 Forms for reporting defects and deficiencies.

### **3. Starting the pilotage operation**

In a ship under way, the pilotage operation starts when the pilot enters the navigating bridge and declares that he is ready to start piloting.

In an out-bound ship, the pilotage operation starts when the pilot declares that he is ready to start piloting, and measures are taken to unmoor the ship or weigh anchor.

### **4. Change of pilot**

A change of pilot is considered to have taken place when the pilot has handed over the responsibility for the pilotage operation to another pilot on the navigating bridge.

Change of pilot may also take place in other parts of the fairway than the designated boarding place.

If the ship is piloted by two pilots, the master of the ship shall be informed of which one of them is in charge of the pilotage operation.

### **5. Ending the pilotage operation**

The pilotage operation ends when the ship is anchored or moored or has reached the designated boarding place. The pilot must not leave the bridge before the end of the pilotage operation or before another pilot has taken over.

### **6. Agreeing on the boarding place**

If the pilot, due to exceptional circumstances, is to embark or disembark in any other place than the designated boarding place, this must be agreed on with the master of the ship and the duty officer at the pilot station or VTS Centre.

### **7. Duties of the pilot when the pilotage operation starts**

When the pilotage operation starts, the pilot shall brief the master about the following circumstances pertinent to the progress and pilotage of the ship:

#### **7.1 The intended route**

#### **7.2 Circumstances affecting pilotage, such as**

- a) the traffic situation
- b) the channel and aids to navigation
- c) weather conditions
- d) the ice situation

#### **7.3 Special local conditions, such as**

- a) regulations on communication and Vessel Traffic Service
- b) berths and anchorages
- c) towing assistance

#### **7.4 Any other facts brought to his knowledge which are pertinent to the safe navigation of the ship.**

The pilot must ask the master to brief him about the ship's manoeuvring characteristics and the functioning of the steering gear and navigational instruments.

### **8. Co-operation between pilot and master during the pilotage operation**

During the pilot operation, the pilot, together with the master and the officer in charge of the navigational watch, shall monitor the progress and location of the ship.

The pilot shall immediately inform the master or the officer in charge of the navigational watch of any discussions whatsoever held with a third party about circumstances affecting the progress of the ship.

The pilot shall agree with the master or the officer in charge of the navigational watch on the adjustment of the steering gear and the navigational instruments.

If helm orders or any other necessary orders or instructions are given in English, the terminology of the IMO Standard Marine Navigational Vocabulary should be used.

If the autopilot is used for steering, the pilot shall ensure that a prompt changeover to manual steering can take place. If the pilot is at the helm, he must inform the master or the officer in charge of the navigational watch of all actions he intends to take.

The pilot is not obliged to act as helmsman.

### **9. Communication with the VTS centre or pilot station and other vessels**

The pilot must maintain due contact with the duty officer at the VTS Centre or pilot station as well as with other vessels in the vicinity so as to be constantly aware of the traffic situation in the area.

### **10. Ship's draught and its effect on pilotage**

The ship's draught must not exceed the maximum authorized draught of the fairway at mean sea level.

The pilot may, however, pilot a ship the draught of which exceeds the maximum authorized draught of the fairway by the same amount as the current sea level exceeds the mean sea level.

The pilot must take into account that any alteration in the sea level is a factor reducing the maximum authorized draught of the fairway at sea levels below the mean sea level.

In special circumstances, the Maritime District may, on the master's request, grant the ship the right to exceed the maximum authorized draught of the fairway. The permit may be conditional.



The guidelines for the ship's draught mentioned above do not, however, supersede the rules and regulations issued pursuant to the Decree on traffic regulations for canals and opening bridges (512/1991).

#### **11. Instructions given from a position outside the ship**

If the pilot gives the master instructions from a position outside the ship, he must make it clear that the instructions are of an advisory nature and that it is up to the master to decide whether he follows the instructions or not.

#### **12. Reporting observations as mentioned in section 6 of the Pilotage Decree (92/1998)**

The pilot shall, without delay, report any observations as mentioned in section 6 of the Pilotage Decree, to the duty officer of the VTS Centre or pilot station, who shall forward them to the competent authorities for investigation.

#### **13. Refusing to conduct a pilotage operation**

If the pilot, in accordance with the grounds mentioned in section 8 of the Pilotage Act (90/1998), refuses to conduct a pilotage operation, he must state his grounds of refusal to the master of the ship.

#### **13. Pilotage**

Having completed the pilotage operation the pilot shall present a pilotage slip, duly filled in, to be signed by the master.

Pilotage is always charged on the basis of the actual distance piloted.

#### **15. Entry into force**

These guidelines shall enter into force on 1 July 2000.

These guidelines repeal the instructions for pilots, issued by the National Board of Navigation on 8 February 1988 (No. 321/510/88).

Helsinki, 14 June 2000

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